



**ADMINISTRATIVE ASSISTANT
Business to Business Sales
JOB POSTING
\$42,000 to \$49,000**

Summary Overview:

The Administrative Assistant providing business to business and broker support will have a wide range of administrative responsibilities in order to facilitate the efficient operation of the sales area, assist brokers working with AHCT, and act as a central resource for information and assistance to the Business to Business Manager and Sales staff. This is a durational position that ends December 31, 2013.

Access Health CT Mission: To increase the number of insured residents, improve health care quality, lower costs and reduce health disparities through an innovative, competitive marketplace that empowers consumers to choose the health plan and providers that give them the best value.

Essential Duties and Responsibilities:

- Answer, screen and transfer phone calls
- Provide assistance to brokers by answering specific questions regarding training, plan details, SHOP and individual enrollment, and certification to work with in the marketplace.
- Act as a liaison with the AHCT Stamford office by providing information, relaying messages, and assisting brokers needing timely information on small business health insurance coverage.
- Perform general clerical duties including photocopying, faxing, filing, and printing.
- Maintain electronic and hard copy filing system.
- Support administrative and sales/broker staff in AHCT Stamford office as necessary.
- Prepare and modify documents including correspondence, reports, drafts, memos and emails.
- Schedule and coordinate meetings, appointments and travel arrangements.
- Prepare agendas for meetings and prepare schedules.
- Open, sort and distribute incoming correspondence.
- Coordinate and update calendars for department managers.
- Prepare expense reports.
- Create department manuals and documentation, as well as manage other projects as needed.

Qualifications: the requirements listed below are representative of the knowledge, skill, and/or ability required.

- High School Diploma or GED/Associates Degree or greater preferred
- Experience working in an administrative capacity
- 2 to 4 years working in a major insurance company, with a CT broker, or with expertise in health insurance products.
- Computer skills and knowledge of relevant software (Microsoft Office Suite of Products)
- Knowledge of operation of standard office equipment.
- Knowledge of clerical and administrative procedures and systems such as filing and record keeping
- Knowledge of principles and practices of basic office management

Access Health CT is an EEO and Affirmative Action Employer
Please send your resume with a cover letter to: **HRinbox.CTHIX@ct.gov**